

How to Submit a Pre-Approval

In Emburse



Julie Galgano ▾
Yavapai Community College



Hello Julie, Welcome to your Expense and Invoice System.

Check to see you are in the profile of the traveler

Choose Create



Approvals

Approvals Needed

3 Expense Reports

2 Invoices

1 Pre-Approvals



Expenses



Create

8

Draft

0

Returned

[View All Submitted](#)



Pre-Approval



Create

5

Draft

0

Returned

[View All Submitted](#)

Cancel Save

Pre-Approvals For Julie Galgano

Report Name Galgano, Tallahassee 10.30.25

Start Date 10/30/2025

End Date 11/04/2025

Number of Days 6

Pay Me In USD - US Dollars

Business Purpose Attend National Association of Accounts Payable Professionals Convention

Fiscal Year FY26

Please type the FOAP you would like to search for in the FOAP list box below. As you type, a drop down list of matching items will be displayed for selection.

Documentation is required to be attached to your Pre approval request. Please select Save and then attach the following documentation: Conference URL page, Lodging information, Airfare, and/or other Transportation costs estimates.

FOAP

0000-013301-30 Business Office BO

Travel Out of State - 7404

- Complete cover page for trip
- Enter report name, naming convention is: *Last name, destination, departure date*
- List out the name of conference, after this you can use acronyms to complete the form
- Enter Fiscal Year
- Chose a FOAP, and account. Most travel will be In State or Out of State
- Click save in upper right corner

Chose from the tiles what expenses are associated with your trip

Add Pre-Approval Types


AIR TRAVEL


GROUND TRANSPORTATION


HOTEL


MEALS / ENTERTAINMENT


PROFESSIONAL DEVELOPMENT


MISCELLANEOUS

Add Pre-Approval Types


AIR TRAVEL


GROUND TRANSPORTATION


HOTEL


AIRFARE


BAGGAGE FEE


Airfare

Estimated Amount

575.00USD

Description

OptionalPhx to Tallahasee


Baggage Fee

Estimated Amount

70.00USD

Description

Optional1 bag both ways

Enter flight detail
and amount

Click 'save' in the
upper right
corner

Enter total amount of
baggage
Click Save in the upper
right corner

Add Pre-Approval Types

AIR TRAVEL	GROUND TRANSPORTATION	HOTEL	MEALS / ENTERTAINMENT	PROFESSIONAL DEVELOPMENT	MISCELLANEOUS
CAR RENTAL	CAR RENTAL FUEL	MEILEAGE	PARKING	PUBLIC TRANSIT	SHUTTLE / UBER
TOLLS	TRAIN / RAIL				

Car Rental

Estimated Amount: 0.00 USD

Description Optional: Car rentals are rarely approved, please see the YC Travel Policy

Car Rental Fuel

Estimated Amount: 0.00 USD

Description Optional: Car rentals are rarely approved, please see YC Travel Policy

Transportation - Be sure to include all transportation costs. For out-of-state travel this should include- costs to the airport (shuttle or personal vehicle (include parking costs)), all airline costs (certain airline fees are generally not reimbursable), include baggage fees, cost from your destination airport to your hotel (shuttle, taxi, etc.). Please see [pages 5-8](#) of the Travel Procedures manual

located at [YC Travel Policy](#)

Only the most cost effective mode of transportation will be paid. Trips requiring a rental car while on out-of-state travel are infrequent and will be verified by the BO. Please see [page 6](#) Reimbursement for airport parking will be limited to the lowest cost economy **uncovered** parking available

Mileage

Date: 10/23/2025

Estimated Amount: 134.21 USD

Description Optional: To: Phoenix Sky Harbor International Airport (PHX), Sky Harbor Boulevard, Phoenix, AZ, USA
To: 526 Canyon Springs Road, Prescott, AZ, USA
Home to Phx Sky Harbor- round trip - less my normal comute

Rate: 0.655

Miles: 210.90 [Calculate Mileage](#)

Commute Miles: 6.00 Distance

Enter *actual*
To/From location
addresses

Include a
description/reason for
travel

Commute miles do not
have to be deducted on Pre
Approval

Add Pre-Approval Types

The screenshot shows a form titled 'Add Pre-Approval Types' with six tiles: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT, PROFESSIONAL DEVELOPMENT, and MISCELLANEOUS. The 'HOTEL' tile is selected. Below the tiles, the 'Hotel' section is active, showing an 'Estimated Amount' of 450.00 USD, a question 'Is this a conference designated hotel?' with a 'Yes' response, and a 'Description' field with a placeholder text: 'If NO, a short explanation on how you chose your hotel is required'. Blue arrows point from the 'HOTEL' tile to the 'Estimated Amount' field and from the 'Yes' response to the 'Description' field.

Hotel

Estimated Amount: 450.00 USD

Is this a conference designated hotel? Yes

Description (Optional): If NO, a short explanation on how you chose your hotel is required

To enter Hotel information, choose the Hotel Tile

Complete the amount and if this is a Conference Hotel

Lodging is paid based on AZ State Per Diem Rates only when traveling more than 50 miles from your duty post, and the following applies.

A link to the lodging rates can be found at [YC Lodging Rates](#)

1. The rates apply to the **base** lodging rate. Any taxes/fees/mandatory resort fees will also be paid.
2. If staying at a conference designated hotel, then the AZ State Per Diem rates can be exceeded.
3. **When making lodging reservations, ask for the “state” or “government” rate**

Add Pre-Approval Types



AIR TRAVEL



GROUND TRANSPORTATION



HOTEL



MEALS / ENTERTAINMENT



MEALS - PER DIEM WIZARD



MEALS - STUDENTS



MEALS - BOARD



PER DIEM - SINGLE DAY

For chose
Meal per Diem Wizard

Enter dates of trip, time you're leaving for the airport, and the time for when you're returning home. (note this is Military Time)

Start Date

10/30/2025

10:00

End Date

11/04/2025

19:00

Days

6

Location

Tallahassee-Leon County, Florida (FL), United States

Add Entries

Cancel

Enter destination
and click add
entries

DATE	LOCATION	AMOUNT
× Thu, 10/30/2025	Tallahassee, Florida (FL),United States	64.00 USD
Meals Provided/not reimbursable		
☐ Breakfast ☐ Dinner ☐ Lunch		
× Fri, 10/31/2025	Tallahassee, Florida (FL),United States	64.00 USD
× Sat, 11/01/2025	Tallahassee, Florida (FL),United States	64.00 USD
× Sun, 11/02/2025	Tallahassee, Florida (FL),United States	64.00 USD
× Mon, 11/03/2025	Tallahassee, Florida (FL),United States	64.00 USD
× Tue, 11/04/2025	Tallahassee, Florida (FL),United States	64.00 USD

Clear All

Add to Report

Open each day and click which meals you're not eligible for. Complete this for each day.

Click add to Report

Meals are paid only when on overnight travel and based on the AZ State Per Diem rates. Rules regarding allowable meals can be found on [page 13](#) of the Travel Procedures manual located at [YC Travel Procedure see page 13](#)

Any meals provided by a conference/activity or hotel (**including continental breakfast**) will not be paid by YC.

Add Pre-Approval Types

Choose Professional Development if
you have a registration fee

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

PROFESSIONAL DEVELOPMENT

REGISTRATION / PROFESSIONAL DEVELOPMENT

TRAINING / EDUCATION

TUITION REIMBURSEMENT



Registration / Professional Development

Estimated Amount

1,500.00 USD

Description
Optional

Registration Fee for AAPPC

ConferenceURL
Optional

If you'd like to be kind, include this

Enter cost,

Description, abbreviations are ok here

And URL if you're feeling kind

Pre-Approvals For
Julie Galgano

Galgano, Tallahassee 10.30.25

0 Comments

0 Attachments

EXPENSE	ESTIMATED
Airfare	575.00 USD
Mileage	134.21 USD
Hotel	450.00 USD
Per Diem - Single Day	51.00 USD
Per Diem - Single Day	64.00 USD
Per Diem - Single Day	64.00 USD
Per Diem - Single Day	64.00 USD
Per Diem - Single Day	64.00 USD
Per Diem - Single Day	29.00 USD
Registration / Professional Development	1,500.00 USD

PA Report ID
QA0001929468

Total Estimated Amount
2,995.21 USD

Submit

Add attachments by clicking here.

Required attachments are:

- 1) Conference information
(Agenda, dates, costs etc.)
- 2) Information on hotel estimate
- 3) Airline/Car
Rental/Transportation
information

Once you've added
documentation for your Airfare,
Hotel, and Registration (in this
example)

Click Submit and then Submit
again- And you're DONE!

Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel

Submit

Galgano, Tallahassee 10.30.25